



DISTRICT ELECTION OFFICE, FATEHABAD

f t yk fuokipu dk;kly ;] Qrgkckn

Short Term eTender Form

“Providing Video and Digital Cameras with operator for Lok Sabha Election-2019.”

DISTRICT ELECTION OFFICE, FATEHABAD.

| Sr. No. | Particulars | Details |
|---------|--|-----------------------------|
| 1. | Tender Notice No. | Elec-2019/FTB/03 |
| 2. | Tender Document Fee Non refundable | Rs. 5000/- |
| 3. | Earnest Money Required | Rs. 50000/- |
| 4. | Online Tender Purchase Start Date | From 04-03-2019 at 11:30 AM |
| 5. | Online Tender Purchase End Date | Upto 09-03-2019 at 11:30 AM |
| 6. | Manual submission of additional documents with samples wherever required | 09-03-2019 at 01:00 PM |
| 7. | Date & Time of Opening of Technical Bid/s | Upto 09-03-2019 at 03:00 PM |
| 8. | Date & Time of Opening of Financial Bid/s | 09-03-2019 at 04:00 PM |
| 9. | Rates to be kept valid for acceptance upto | 31-03-2020 |



DISTRICT ELECTION OFFICE, FATEHABAD

f t yk fuokipu dk;kly;] Qrgkckn

Section 1

DETAIL NOTICE INVITING TENDER

e-Tender is invited for purchase/supply for the below mentioned items in single stage two cover system i.e. Request for Pre-Qualificaton/Technical Bid (Online Bid under PQQ/Technical Envelope) and Request for Financial Bid (Comprising of price bid Propsoal under online available Commercial Envelope):-

| Sr. No. | Description of Work/Items | EMD to be deposited by Bidder | Tender Document fee in Rupees | Start Date & Time of Bid Preparation & Submission | Expire Date & Time of Bid Submission |
|---------|--|-------------------------------|-------------------------------|---|--------------------------------------|
| 1. | Arranement of Video and Digital Cameras for Videography during Election 2019 | Rs.50000/- | 5000/- (For all Bidders) | 04-03-2019 at 10:00 AM | 09-03-2019 at 03:00 PM |

Under this process, the Pre-qualification/Technical Online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification certeria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/Technical Applications are responsive to eligibility and qualifications requirements as per Tender Document.

Instruction to the Bidder

1. The payment for Tender Document Fee 5000/- shall be made by bidders/contractors through demand draft in favor of District Election Officer, Fatehad.
2. Intending bidders will be mandatorily required to online sign up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e Tender. He/ She will be required to make payment of Rs. 50000/ draft in favor of Deputy Commissioner –cum- District Election Officer Fatehabad towards EMD fee in due course of time i.e. between 04.03.2019 upto 09.03.2019 (11:00 AM). The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his/her bids for the respective event/Tenders

Note : Above two payments must be made in form of two separate demand drafts.

Important Note: _____

- 1) The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.



DISTRICT ELECTION OFFICE, FATEHABAD

f t yk fuokipu dk;kly ;] Qrgkckn

- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on e-Procurement Portal:-

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in/> Please visit the website for more details.

2. Obtaining a Digital Certificate:

2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.

2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

2.4 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.5 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.6 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.



DISTRICT ELECTION OFFICE, FATEHABAD

f t yk fuokipu dk;kly ;] Qrgkckn

3 Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service shall be integrated with the system very soon till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://etenders.hry.nic.in>

4 Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nex Tenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://etenders.hry.nic.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

5 Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in/nicgep/app>

6 Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in/nicgep/app>

7 Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8.1 PREPARATION & SUBMISSION OF online APPLICATIONS/BIDS:

- (i) Detailed Tender documents may be downloaded from e-procurement website <https://etenders.hry.nic.in/nicgep/app> from 04-03-2019 to 09-03-2019 and tender mandatorily be submitted online following the instruction appearing on the screen.
- (ii) **Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope:** The require documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

A. Only Electronic Form (Refer Tender document).

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under

Commercial Envelope and original not to be submitted manually)

NOTE:-

(A) *Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.*

(B) *For help manual please refer to the 'Home Page' of the e-Procurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.*



DISTRICT ELECTION OFFICE, FATEHABAD

f t yk fuokipu dk;kly ;] Q r gkckn

In the first instance, the online payment details of tender document fee+e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present.

The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

Instruction to Contractor on Electronic Tendering (Applicable only for contract(s) amounting to more than Rs.5.00 lacs)

- 1. These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

Other Information:

1. The intending Contractors shall fill in the item rate in the online BOQ templates of the tender.
2. Duly accepted power of Attorney in original along with its two certified copies in the name of tenderer or authorized representative to act on behalf of the agency.
3. Bidder must strictly abide by the stipulations set forth in detailed notice inviting tenders while tendering for the work.
4. In case any tenders does not comply with procedure given in the DNIT, it will be presumed that the contractor is not interested in work and the work shall not be let out to him. Further he may be de-barred without further notice to him for failing to abide by the approved terms of detailed notice inviting tenders for this work.
5. The tenders which are not accompanied by the earnest money or do not strictly follow the technical requirement, are liable to be rejected summarily without arising any reason and no claim what so ever on their account will be considered.
6. Tenders quotations which are dependent upon the quotations of another tender shall be summarily rejected.

Deputy Commissioner-cum-
District Election Officer,
Fatehabad

The Bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The Bidders shall upload the required eligibility & Technical documents online in the technical bid.

Envelope 2: Commercial Bid

The Bidders shall quote the prices in price bid format under Commercial Bid.



DISTRICT ELECTION OFFICE, FATEHABAD

f t yk fuokipu dk;kly ;] Qrgkckn

Section-2

DETAILED SCOPE OF WORK

The specification for **Videography and Camera for Election Work** are as follows:-

| Sr. No. | Description | Unit | Tentative Qty |
|---------|---|------|---------------|
| 1 | Providing HD Video Camera with operator during Lok Sabha General Election 2019 (200 approximate number of Cameras for 2 days (Poll/Pre Poll day and 50 approximate number of Cameras for 20 days) | each | 1400 |
| 2 | Providing DVD for above | each | 500 |
| 3 | Providing Still Cameras with operator during Lok Sabha General Election 2019 (3 Still Cameras for 30 days) | each | 90 |
| 4 | Providing DVD for above | each | 6 |

Section-3

Technical Eligibility: -

1. Agency/Firm/Party/Supplier/Vendor shall have to provide PAN CARD, GST, Firm Detail, Mobile No, and Email ID.
2. Agency/Firm/Party/Supplier/Vendor has to ensure the quality of items
3. The Material supplied shall be as per specifications mentioned in BOQ/DNIT.
4. All the Technical documents **Manual** shall be deposited in the office of **District Election Office, Fatehabad**, upto 12:00 Noon on 09-03-2019, otherwise the bid shall not be considered.
5. Proof of last/latest GST return submitted/filled



DISTRICT ELECTION OFFICE, FATEHABAD

f t yk fuokipu dk;kly ;] Qrgkckn

Section-4

Commercial Bid Format

Videography & Stil Camera Items for Election Work

The bidder should quote prices as per following schedule.

| Sr. No. | Description | Unit | Tentative Qty | Rate Per Unit |
|---------|---|------|---------------|---------------|
| 1 | Providing HD Video Camera with operator during Lok Sabha General Election 2019 (200 approximate number of Cameras for 2 days (Poll/Pre Poll day and 50 approximate number of Cameras for 20 days) | each | 1400 | |
| 2 | Providing DVD for above | each | 500 | |
| 3 | Prividng Still Cameras with operator during Lok Sabha General Election 2019 (3 Still Cameras for 30 days) | each | 90 | |
| 4 | Providing DVD for above | each | 6 | |

Terms & Conditions:-

1. Agency shall have to provide PAN CARD, GST, Firm Detail, Mobile No, Email ID.
2. The Material supplied shall be as per specifications mentioned in BOQ/DNIT.
3. All the Technical documents **Manual** shall be deposited in the office of **District Election Office, Fatehabad**, upto 12:00 Noon on 09-03-2019, otherwise the bid shall not be considered.
4. Agency has to ensure the quality of Digital Cameras & Videography.
5. Agency has to ensure the quality of Items.
6. The Detailed Tender Notice and Tender Document can be seen on website: <https://etenders.hry.nic.in> downloaded online from the Portal: <https://etenders.hry.nic.in> by the Firms/Individual registered on the Portal.
7. For any other queries, District Election office, Fatehabad may be contacted on Tel No. 01681-248577
8. As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital Signature Certificate (DSC) at the earliest. For Further details, the Bidders should follow "Instruction to the Bidder", given in DNIT on the above said portal.
9. The District Election Officer, Fatehabad reserves the right to reject or accept any tender in full or part even without assigning any reason.
10. Agency should be quoted at a Item wise rate as per detailed BOQ/DNIT.



DISTRICT ELECTION OFFICE, FATEHABAD

f t yk fuokipu dk;kly ;] Qrgkckn

11. The Agency shall have to upload his email address as well as postal address with Mobile No. along with technical bid.
12. The Financial Bid Shall be opened for the qualifying agency only.
13. Videography Vendor has to make available the videography teams to DEO/ROs as per their requirement from the date of announcement of elections and till the completion of elections.
14. Payment will be made for the days when the videography has to be done and Payment of Videography/Photography Bills will be made as per the rates fixed by the committee/work order.
15. Vendor has to make available the Items to DEO/ROs/AROs as per their requirement from the date of announcement of elections and till the completion of elections in short terms notice.
16. Deliverables i.e. CD/DVD containing the date wise videography of events with index needs to be submitted before the DEO/ROs/AROs.
17. Videography work will start from the announcement of elections and vendor will be bound to depute the numbers of teams in accordance with the demand of DEO/ROs.
18. Videographers' rates for polling one or two days fix+DVD will be applied in bid and he has to reach the polling stations at their own level.
19. If Videographers accompany the polling party which proceed one day prior to poll day in that case he will also paid for one day only. However food will be provided them as per polling parties.
20. Vendor should provide the Name, Photographs & Mobile No of Videography/Photography team of Elections to District Election Office Fatehabad & Vendor is fully responsible for the Videography/Photography of Lok Sabha & Vidhan Sabha Elections, 2019.
21. Vendor will ensure that videographers/photographers should not belong to any of the political party or contesting candidate.
22. Vendor will ensure that videographers/photographers should not be hire by any of the political party or contesting candidate.
23. Payment of Videography/Photography will be made only after the verification of bills by the concerned Returning Officer/Election Office.
24. Vendor is fully responsible for any of the mishappening with videographer/photographers during whole election process.
25. Nos of Video Cameras/Digital Camera will be increased / decreased without giving any advance notice.
26. Videographer/Photographer should not left between the jobs assigned to him.
27. Videography/Photography teams will work under the supervision of Deputy District Election Officer and Returning Officers of all the A/Cs of this district.
28. Recording of Videography/Photography will be done with real time date & time so that concerned officer can verify the recording of videography/photography.
29. Vendor will provide the videographer/photographer as and when information received from DEO/ROs/AROs.
30. Videographers/Photographers shall remain available at the time of scrutiny.
31. All disputes will be settled under the jurisdiction of Fatehabad Court only.
32. All items will be provided by the Bidder **FOR BASIS.**
33. After issue of work order if Agency/Firm/Party/Supplier/Vendor ignore or did not supply the material with in stipulated time the earnest money will be forfeited.



DISTRICT ELECTION OFFICE, FATEHABAD

f t yk fuokipu dk;kly ;] Q rlgkckn

Deputy Commissioner-cum-
District Election Officer,
Fatehabad